

**WV NRCS Civil Rights Advisory Committee
FY 2004 1st Quarterly Meeting
November 4, 2003**

Present:

**Lorenzo Henderson, Past Civil Rights Advisory Committee Chairperson
Isaac Wolford, Disability Emphasis Program Manager
Casey Shrader, Hispanic Program Manager
Wanda Smith, Federal Women's Program Manager
Larry Sargent, Human Resources Manager
Carlos Cole, Civil Rights Advisory Committee Chairperson
James Dodson, Black Employees Program Manager
Vickie Scott, Incoming American Indian Program Manager
Lillian Woods, State Conservationist**

10:12 a. m. WV NRCS Civil Right Advisory Committee meeting called to order by chairperson Lorenzo Henderson, in the Applachian conference room of the Marriott Hotel, Charleston, WV (during the annual WV Conservation Partnership Meeting).

Appointment of an Asian American/Pacific Islander Special Emphasis Program Manager was discussed.

General Members will receive Civil Rights Advisory Committee training, probably in state. Charlotte Wertz will set up the training.

Isaac Wolford will attend the next Principal Staff/Program Managers meeting in December.

State Conservationist Lillian Woods discussed a WV NRCS Recruitment Team. She sees this as a short term team to develop a recruitment/retention plan with short term and long term goals. Employees who are interested in serving on the Recruitment Team should discuss it with their supervisor and email interest to Larry Sargent.

The Draft By-Laws developed by the CRAC were discussed, and revisions made. State Conservationist Lillian Woods will provide additional revisions at a later date. Wanda Smith will provide an electronic copy of the By-Laws as revised this date to Ms. Woods and Chairperson Carlos Cole.

For the Civil Rights Award, the date was changed to correspond with the other awards deadline, to October 10th, the 2nd Friday of the new Fiscal Year. The criteria is to match the National Civil Rights Award criteria, so as to make WV NRCS's winning Civil Rights Award nomination eligible for and ready for submission for the National Civil Rights Award. The initial request for nominations for the Civil Rights Award should be distributed around June or July of 2004. The Civil Rights award policy is awaiting the State Conservationist's review and recommendations.

Nominations for General Members of the CRAC were reviewed, with 1 member recommended to the State Conservationist from each of the three (3) areas plus one (1) from the State Office.

Lorenzo Henderson turned over the Chair of the CRAC to Carlos Cole. The committee elected Isaac Wolford as vice-chairperson and Wanda Smith as recording secretary. Casey Shrader volunteered to accept the recording secretary position for FY 2005.

All SEPMs need to do an annual business plan. Some of these have already been submitted. New SEPMs will request assistance as needed from SEPMs with more experience. Budget requests need to be included in these business plans, with travel and training as a separate item.

SEPM organization meetings were discussed.

**American Indian/Alaskan Native SEP – late November or early December
Disability EP – December 7 – 10, 2003
Asian American/Pacific Islander SEP – Summer
Federal Women's SEP – July
Hispanic SEP – August**

The CRAC recommends that WV NRCS fill an Asian American/Pacific Islander Special Emphasis Manager collateral duty position.

Training will be scheduled for all members of the CRAC, including the incoming General Members.

Lorenzo Henderson is to give a Civil Rights Advisory Committee Business Plan to new Chairperson Carlos Cole.

The committee discussed the merits of a brochure about the CRAC vs. a website. A website was chosen. Casey Shrader volunteered to work on the website, and he recruited Isaac Wolford for assistance.

The next meeting was set for February, with a date, time and place to be determined later.